

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100012-3

<b>REPORTS INVENTORY</b>						CONTROL NO. DDS/OF-009	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (If a fill-in report include Form No.) Balance of Payments Report (A/D contribution to OPPB)						2. TYPE OF REPORT	
						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
		LOGISTICS		SECURITY			
		MEDICAL		<input checked="" type="checkbox"/> FINANCE			
4. NO. OF COPIES PREPARED  2		5. FREQUENCY (weekly, monthly, quarterly, etc.)  Quarterly				6. DISTRIBUTION (No. of components not number of copies)  2	
7. FORMAT (memorandum, form computer print-out, etc)  Typewritten		8. ADP PROCESSING				9. DIRECTIVE AUTHORITY REQUIRING REPORT OPPB (Bureau of Budget Circular No. A-58 and 65)	
		YES IF YES GIVE ADP PROCESSING NO. <input checked="" type="checkbox"/> NO					
10. PREPARING COMPONENT (include lowest level contributing information to report)  S&AS, Accounts Div.				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)  Subsidiary listing General Ledger Account 4221 and 4225			
<b>12. COST FACTORS</b>							
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>							
GRADE	HOURLY RATE	<input checked="" type="checkbox"/>	HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/>	TIMES PREPARED = COST PER YEAR
GS-08	\$4.70		12		\$61.40		4 \$245.60
GS-04	2.81		1		2.81		4 <u>11.24</u>
						\$256.84	
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>							
<b>TOTAL COSTS PER YEAR</b>						\$ 256.84	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
<b>14. FUTURE GOALS</b>							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						<b>ESTIMATED SAVINGS</b>	
						MAN-HOURS    DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100012-3				18. EXTENSION	